



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents and Principals

FROM: Alyson Luther, Textbook Adoption Chair

DATE: April 1, 2011

SUBJECT: Request for Textbook Reviewers for the 2011 Miscellaneous Adoption

Your assistance is requested in identifying persons both highly qualified and interested in evaluating textbooks for the 2011 Miscellaneous Textbook Adoption. The evaluation information from the reviewers will be used by the Textbook Advisory Committee to develop the textbook adoption recommendations for the State Board of Education and the official state adoption list.

Sample copies of the teacher and student editions of the textbooks being submitted for adoption will be sent to all reviewers during the month of May.

Reviewers must be available on July 29, 2011 for a meeting in Indianapolis, and will be reimbursed for any travel expenses incurred to attend. Reviewers will use this day to meet in grade level and content area groups to discuss their individual reviews and subsequently produce a consensus rubric and narrative rating the materials submitted for adoption. A training session to outline the review process as well as training on the evaluation rubric will be conducted during the first week of July via webinar.

Applications for science should be submitted by e-mail to Ms. Courtney Cabrera at ccabrera@doe.in.gov or Mr. Eric Ogle at eogle@doe.in.gov no later than the close of business on April 18, 2011. While all applicants will not be selected, the procedure does allow for representation throughout the state. The application can be accessed online at www.doe.in.gov/opd/textbook.